

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CHILD DEVELOPMENT AIDE

POSITION CODE: 07184
Effective: 07/01/2006

ELECTIVE A

DISTINGUISHING FEATURES OF WORK:

Under general supervision, assists in planning and conducting a program for preschool children designed to meet the physical and developmental needs of children, as individuals and in a group; assists children in program activities, eating and socialization; observes and reports on significant behavior of children; administers first aid to children and reports all accidents; maintains progress reports on children.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in planning and implementing a developmental program of recreational, social and educational activities for preschool children.
2. Cares for and protects children to meet their individual needs.
3. Assists and instructs children in eating, dressing and other activities to develop individual competence.
4. Reports any health or adjustment problems of the children to the Instructor; administers first aid treatment.
5. Maintains progress records on the emotional, physical, social and intellectual development of children.
6. Participates in regular parent-teacher meetings and staff conferences to evaluate children and schedule activities.
7. Attends and participates in appropriate training workshops.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ELECTIVE B

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs preprofessional duties assisting social workers in providing direct services to clients; makes home visits to obtain data regarding complaints of mistreatment of children and home conditions of families receiving or applying for services; visits day care classrooms to obtain data on children's academic achievement and personal adjustment, to get to know children and to observe problems detected by teachers; organizes records, materials and information on clients for social worker's review and analysis; prepares reports on activities.

CHILD DEVELOPMENT AIDE (Continued)

ILLUSTRATIVE EXAMPLES OF WORK:

1. Meets with clients to explain the nature and extent of services provided by the agency; gathers data regarding home conditions of families applying for services of a day care center.
2. Conducts home visits to obtain facts regarding complaints of neglect or mistreatment of children; visits families whose children are wards of the court and under guardianship of the agency.
3. Makes preliminary studies to gather data concerning home conditions of families applying to care for foster children; assists social workers in preparing children for placement in foster homes of institutions.
4. Confers with teachers to ascertain level of children's achievement and personal adjustment.
5. Participates in classroom activities and field trips to help supervise children, to get to know children, and to relate to problems children are experiencing.
6. Makes home visits to discuss problems children are experiencing, and to discuss possible solutions; sets up and attends meetings between parents and teachers to discuss the children.
7. Prepares reports on activities and recommends type of service to be provided.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ELECTIVE C

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs paraprofessional duties by assisting in coordinating the pregnant mothers' programs, infant programs, and Infant Development Center programs at a State Correctional Center; participates in the orientation of all incoming residents of the Moms and Babies program; assists Correctional Counselors in the coordination and delivery of pre-natal and post-natal programming and in monitoring the mothers' program participation and adjustment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As an Early Childhood Assistant, assists Correctional Counselors in providing direct care services to residents and their babies participating in the pregnant mothers' programs, infant programs and Infant Development Center programs at a State Correctional Center.
2. Participates in the orientation of all incoming residents of the Moms and Babies program by explaining the nature and extent of services provided by the infant programs.

CHILD DEVELOPMENT AIDE (Continued)

3. Assists Correctional Counselors in the coordination and delivery of pre-natal and post-natal programming; monitors mothers' program participation and adjustment; observes the babies and reports any unusual behavior relating to the mental, social adjustment and overall health of the babies; documents observations in writing.
4. Cares for and protects babies to meet their individual needs; instructs toddlers in eating, dressing and other activities to develop individual competence.
5. Inventories and dispenses baby equipment, formula, food, toiletries, diapers and clothing.
6. Assists in the interviewing/screening and training for potential offender Infant Development Center workers by actively recruiting volunteers and training offender workers and monitoring the delivery of services by workers.
7. Assists in coordinating community healthcare services by reporting on activities and recommending types of services to be provided; facilitates education programming by seeking and making community contacts, assisting in the development of individual education/treatment plans, and certifying education/treatment goals are completed.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires any combination of education and experience which provides knowledge, skill and mental development equivalent to either completion of two years college and one year of experience or three years' experience working with culturally disadvantaged persons in a social service program.

Knowledges, Skills, and Abilities

Requires working knowledge of teaching and activity methods, materials and equipment used in group setting for children.

Requires working knowledge of the principles of child growth and group interaction.

Requires working knowledge of health, safety and first aid methods.

Requires ability to provide, under direction, a variety of stimulating experiences for children to meet their individual needs.

Requires ability to establish and maintain satisfactory working relationships with members of the community and fellow employees.

Requires ability to maintain records and prepare reports.

Requires ability to accept directives and follow through effectively on non-routine assignments.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.